

## Minutes of the Veneta City Council

### February 23, 2009

Present: Mayor Sharon Hobart-Hardin, Darrell Carman, Marion Esty, T. J. Brooker and Sandra Larson

Others: Ric Ingham, City Administrator; Jerri Moore, Finance Director; Sheryl Hackett, City Recorder; and Darci Henneman, Assistant City Recorder

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#### 1. PUBLIC COMMENT

None

#### 2. CONSENT AGENDA

**MOTION:** Darrell Carman made a motion to approve the consent agenda as presented. Sandra Larson seconded the motion.

**Vote:** Marion Esty, aye; Darrell Carman, aye; Mayor Hobart-Hardin, aye; Sandra Larson, aye; and T. J. Brooker, aye.

The consent agenda as approved included bills paid/payable for February 2009 and the civic calendar for March, 2009.

#### 3. DEPARTMENT REPORTS

##### a. FROM MAYOR/COUNCILORS

- (1) Law enforcement Activities Report, Sgt. Harrold, LCSO  
Sgt. Harrold provided the Council with an update on the Lane County Sheriff's Office (LCSO) layoffs of six deputies due to budget shortfalls. He said last week the Lane County Board of Commissioners allocated some "Secure Rural School Funds" (Federal Title III funds) to restore the Federal Forest Program. He said this means the traffic safety team positions will likely shift to the Federal Forest Program to patrol federal forest lands. He said this will require the two members of the traffic safety team, the ATV deputy who patrols the Oregon Dunes out of Reedsport and the BLM officer to report to the Forest Supervisor whose position was also reinstated. He said one deputy will go to search and rescue. Sgt. Harrold said the positions were not rehires. He said these changes did not affect the lay-off notices already handed out. He said last year the LCSO and Lane County Commissioners added two traffic safety team positions. He said citation revenue was covering the cost of these added positions. However, revenue hasn't been enough to fund the Justice Court system and general fund allocation which is required of that system. Sgt. Harrold said there isn't a large pool to draw from and public safety is still facing significant shortfalls this fiscal year.

In response to a question from Mayor Hobart-Hardin, Sgt. Harrold said the Lane County Sheriff and District Attorney contacted Congressman DeFazio and Senator Wyden requesting some political assistance to encourage Lane County Commissioners to allocate some Title II funds to reinstate some of the public safety personnel cuts we saw in May of 2008. He said Title II funds are less restrictive on how they are spent for public safety. He said no decision has been made on any Title II funds.

In response to a question from Marion Esty, Sgt. Harrold said he is not requesting assistance from the City Council at this time.

T. J. Brooker suggested the Council could send a letter to Lane County Commissioners requesting Title II funds be used to cover some of the local public

safety cuts.

Sgt. Harrold said the Community Corrections Act (CCA) is at risk of reduced dollars due to the state government shortfall. He said the CCA is a program that allows "low risk" convicts to be housed in county facilities rather than a state prison. He said CCA funds may be impacted by the state shortfall. He said the funds are insufficient to accomplish what they were intended for. He said losing CCA funds will affect the number of jail beds available.

b. COUNCIL/COMMITTEE LIAISONS

Darrell Carman said he attended the LCOG meeting on Thursday, February 19, 2009. He said the second portion of the meeting was dedicated to regional issues. He said the next LCOG meeting would provide time for members to return with questions from their Councils on what the most significant challenges facing local government are and how LCOG can assist. He asked for suggestions by next Thursday, March 5, 2009.

Mayor Hobart-Hardin said the Regional Mayors' Group met on February 19<sup>th</sup> in Lowell. She said they are working on creating a Transportation Committee. She said the participating mayors will be circulating a letter signed by all the Mayors requesting Lane County Commissioners to initiate an Area Commission on Transportation. She asked Darrell Carman to discuss this at the next LCOG meeting. Mayor Hobart-Hardin offered to host the next Regional Mayors' Group meeting in June, 2009.

Ric said the Council has not discussed it in the last two years; however transportation and public safety are high on the list.

4. STAFF REPORTS

a. FINANCE DIRECTOR.....JERRI MOORE

(1) Software Update

Jerri said on November 17, 2008 the City published a request for proposals (RFP) for integrated municipal financial and utility billing software to include software, data conversion, implementation services and ongoing training and technical support services. The closing date for responses was December 5, 2008.

Jerri said four proposals were submitted, however, one was found to be non-conforming and non-responsive. Jerri said the three remaining proposals were distributed to the software proposal review committee whose members included herself, T. J. Brooker, Ric Ingham, Brian Issa, Steve Tuchscherer, the City's auditor and Jody Cline, Information Technologies (IT) Manager for LCOG. This committee reduced the competition to two vendors, who were invited to present system demonstrations. She said after the demonstrations and further discussion by staff and the committee, a unanimous recommendation to select Springbrook Software, Inc. as the successful vendor was made.

Jerri asked the Council if they had questions.

Mayor Hobart-Hardin said Jerri provided the Council with a clear and complete summary of the financial software RFP process. Mayor Hobart-Hardin is hopeful the financial software conversion won't take as long as the detailed list described.

Sandra Larson felt Jerri's memo and supporting documents were very clear. She had no further questions or comments.

Darrell was concerned about the \$20,000 higher bid from the vendor staff is recommending.

In response, Jerri said Brian made a great point that the City spends large sums of money on projects that are not as foundational as having an up-to-date software packet for the service it will provide. She said the additional services from Springbrook for software conversion, their review of our current processes and the level of consulting they will be doing in the early stages offers a higher level of support that was not included in the other two vendor proposals. Jerri said each vendor received the same RFP. She said staff appreciated the higher level of importance the recommended vendor placed on coordination and the entire process. She said Springbrook's proposal did not include extra services that were not outlined in the RFP.

Ric said a few things became evident between the three vendors; one vendor was geared for larger municipalities that had on site IT staff. He said Springbrook offered a product that will fit into the City's training process because they are located in Portland, Oregon and can come to Veneta for training purposes. He said Caselle is located in Salt Lake City, Utah which would require two or three staff members traveling to Salt Lake for training. He said that was not cost effective.

In response to a question from Sandra Larson, Jerri said the estimated \$5,000 extra conversion cost added to Caselle's bid was not included in their proposal. She also said travel costs were not included in any of the bids. However, as far as training goes, one person traveling from Portland to Veneta would be more cost effective than two or more traveling from Veneta to Salt Lake City, Utah.

In response to a question from Mayor Hobart-Hardin, Jerri said consulting and assistance services will be ongoing and are included in the annual maintenance fee. She said ongoing training is available either onsite or through web based training services. She said adding a new module or a refresher course for projects done once a year are examples of tasks which would probably require additional training services.

In response to a question from Darrell Carman, Jerri said except for software modules, all updates, changes and/or advances in their products are included in the maintenance fees. She said this package should serve the City well for many years; possibly up to 20 years. She said Springbrook also offers another product geared toward larger municipalities. She said in the future, the City could make the switch and only pay for training.

Mayor Hobart-Hardin said the ongoing technical assistance is imperative.

In response to a question from T. J. Brooker, Jerri said for example, Jefferson City, Missouri (pop. 39,636 from 2000 census) uses Springbrook software. She said it will be several years before we possibly outgrow the software.

Staff recommended that the Council accept the proposal from Springbrook Software, Inc. to be the City's vendor for financial and utility billing software products, implementation and on-going support services and authorize staff to negotiate a contract with Springbrook Software, Inc.

**MOTION:** T. J. Brooker made a motion to approve staff's recommendation to accept the proposal from Springbrook Software, Inc. as the City's financial and utility billing software vendor and authorized staff to negotiate a contract with the vendor for this purpose. Marion Esty seconded the motion which passed with a vote of 5-0.

Ric said 75% of the funds needed for the software update project will be spent in FY2008-09 which will cover the hardware purchases and 65% of the software modules. He said the cost to purchase remaining modules can be rolled into the next fiscal year.

In response to a question from T. J. Brooker Jerri said more detailed financial information (what will be purchased in FY2008-09 and FY2009-10) will be brought to the Council as well as quarterly financial updates, including a breakdown of software and hardware costs. Jerri thanked the committee members and the Council for supporting the financial software update.

b. CITY RECORDER.....SHERYL HACKETT

- (1) Proposed Vehicle Code Amendments for prohibited parking  
Sheryl said at the February 9, 2009 City Council meeting a citizen complaint was brought to the attention of the City Council about a semi-truck and trailer parked on a residential street in Veneta. Sheryl said at that time the Council requested staff to prepare a draft ordinance addressing this issue because currently parking a semi-truck and trailer on a residential street is not violating a City ordinance. Staff believes these large vehicles detract from the appearance of a residential neighborhood, are a hazard by blocking the clear view of children, pedestrians and bicyclist, is a noise disturbance and causes unneeded wear and tear on residential streets not built to withstand the weight of these large semi trucks. Staff believes all of these things detract from the livability of our City.

Staff is asking the Council to review and discuss the proposed amendments and provide direction to staff to either: (1) prepare the amending ordinance for adoption by emergency at the March 9, 2009 Council meeting, (2) revise the proposed ordinance and direct staff to bring the revisions back in the form of an amending ordinance to be adopted by emergency at the March 9, 2009 meeting, or (3) direct staff to take no action.

In response to a question from Darrell Carman, Sheryl said City staff received more than one complaint about the same semi truck but it was not the truck Kyle Schauer referred to that left an indentation in the street from the weight of the vehicle.

Sandra Larson said it's logical that we have some kind of guidelines.

In response to a question from T. J. Brooker, Sheryl said contractors with large vans or commercial vehicles could park in their driveway just not on the street.

Sheryl asked the Council if they wanted to allow the parking of vehicles used to transport 16 or more persons.

In response to a question from T. J. Brooker, Sheryl said the ordinance does not allow for an appeal. However, if a citation is issued, the violator could appear in court and speak to the Municipal Court Judge who could lower the fine or dismiss the citation. She said the Municipal Court Judge's decision is appealable to Lane County Circuit Court.

Darrell Carman said at the February 9, 2009 Council meeting the Council omitted the senior citizen water and sewer discount. He is concerned about the possible negativity of the parking ordinance but if adopted he didn't see a need to exempt a 16 passenger vehicle.

After much discussion among the Council, it was the consensus to direct staff to finalize the proposed ordinance as it was presented. They agreed that deferring from the ORS definitions may create potential problems. They directed staff to finalize the ordinance and present it to the Council at the March 9, 2009 Council meeting for emergency approval.

c. CITY ADMINISTRATOR.....RIC INGHAM

(1) Approval of Lane County IGA for W. Broadway Improvements

Ric said staff is proceeding with Lane County to start the engineering and design work for the Territorial Road streetscape improvements, West Broadway Re-Development and the LTD Transit Center. He presented the Council with a draft Intergovernmental Agreement (IGA) between the City and Lane County for their design and engineering services. Staff is requesting the Council approve the City enter in to the IGA with Lane County.

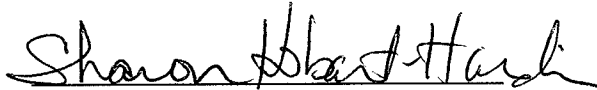
**MOTION:** Darrell Carman made a motion to enter into an Intergovernmental Agreement (IGA) with Lane County to provide engineering and design services for the Territorial Road streetscape improvements, West Broadway Re-Development and the LTD Transit Center. T. J. Brooker seconded the motion which passed with a vote of 5-0.

**5. OTHER**

Ric said the deadline for accepting Request for Proposals (RFP) for architectural services for the Fern Ridge Service Center was at 5:00 p.m. today, February 23, 2009. He said there were 28 inquiries and we received at least six proposals. Ric said the deadline for accepting RFPs for the swimming pool design and engineering is 5:00 p.m. Tuesday, February 24, 2009.

**6. ADJOURN**

Mayor Hobart-Hardin adjourned the City Council at 7:51 p.m.

  
Sharon Hobart-Hardin, Mayor

ATTEST: ,



Darci Henneman, Assistant City Recorder  
(Minutes prepared by Dhenneman)